

Performance Management

Objective:

This seminar instructs human resources and other employees on how the Department of Commerce five tier performance management system works, key steps to ensuring alignment, developing results oriented elements and measurable standards. There is a post-seminar quiz to evaluate understanding.

Agenda:

- Performance management in the federal government (to include GPRA, PMA, and federal regulations and requirements)
- The five parts of performance management (planning, monitoring, developing, rating and rewarding)
- Fundamentals of the Department of Commerce performance management system
- Ensuring alignment
- Results oriented critical elements
- Developing creditable measures and supplemental standards
- Specific performance standards problems and how to eliminate them
- Specific steps in developing elements and standards

Who Should Attend:

Managers, supervisors, team leaders, and others involved in writing or improving the quality of performance standards. Also, human resources management specialists who provide guidance or assistance to others on developing performance standards.

Length and Class Size:

This seminar is designed to be conducted as a 3-hour seminar.